



Town of Buena Vista

P.O. Box 2002

Buena Vista CO 81211

Phone: (719)395-8643

TEMPORARY SIGN PERMIT APPLICATION

Please refer to **Section 16-242** in the **Town of Buena Vista Municipal Code** for regulations pertaining to temporary signs and outdoor advertising. The Code is online at www.buenavistaco.gov or copies of the Sign Code sections can be obtained at Town Hall at 210 E. Main Street, Buena Vista.

Date of Application: _____

Business Name: _____ Business Phone Number: _____

Business Address: _____

Location for Proposed Sign(s): _____

Business Owner Name: _____ Business Owner Phone Number: _____

Duration of Sign Placement: _____

Please attach the following

- ☐ **Site Plan showing exact location and number of proposed signs**
- ☐ **Drawing of sign or signs showing dimensions**

Please note that the Sign Code limits the placement of temporary signs to a 2 week period of time three times per year.

Please note that the Town is not able to approve signs in Colorado Department of Transportation (CDOT) right away without an approved CDOT permit.

Is a sign proposed to be located in the right of way of a CDOT maintained highway? Yes _____ No _____

If so, has a CDOT permit been obtained? Yes _____ No _____ (attach copy)

By signing below, I acknowledge I have received, read and agree to comply with **Section 16-242** of the **Buena Vista Municipal Code** (Updated November 1, 2009) pertaining to signs and outdoor advertising.

Applicant Signature (required before application can be processed.)

Date

Application fee must be submitted with this application in order for the review process to proceed.

OFFICE USE ONLY

Payment Received (\$10): _____

Cash _____ Check # _____ Date: _____ Received by: _____

Certificate of Insurance (if applicable): Date: _____ Received by: _____

Property Zone: _____ Business License Permit Number _____

Application Received by:

Town Hall Date Forwarded to Planning Dept _____
for Review Date

Staff Comments: _____

Application Approved by:

Town Administrator or Designee

Date

Permit response mailed to applicant: _____ by _____
Date Name and Title